SIKKIM

GOVERNMENT GAZETTE

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HOME DEPARTMENT
GOVERNMENT OF SIKKIM

No: 50/Home/2007 **Dated: 29/05/2007**

NOTIFICATION

Whereas, the State Government had constituted two Committees namely, Advisory Committee at State Level vide Notification No. 69/Home/2006 dated 25/09/06 and Implementation, Steering and Monitoring Committee vide Notification No. 78/Home/2006 dated 09/10/2006 for preparation of Second Human Development Report of Sikkim.

Now, therefore, the State Government is hereby pleased to notify the following Rules of Business for carrying out the broad functions by the above two Committees: -

1. Communication.

1.1 The Advisory Committee and the Implementation, Steering and Monitoring Committee will be called "ACHuDev" and "CISMO" in short respectively for all purpose unless and otherwise provided.

1.2 All functions of the Advisory Committee will be carries out for and on behalf of Chairman ACHuDev and Executive Chairman CISMO and all correspondence with UNDP, Planning Commission, other Government bodies, Ministers etc. would be signed by Member Secretary ACHuDev barring routine references.

1.3 The Communication/replies to the emanated reference will be addressed to Member-Secretary and he/she would inform the Chairman ACHuDev. If necessary, Chairman will refer policy/ important matters to Principal Member Secretary, CISMO for advise. For implementation of orders/decisions of Chairman or the Committee, Member Secretary will avail of the services of the nodal officer for all the administrative, coordinative and liaison work and the nodal officer would keep Principal Member Secretary CISMO informed.

1.4 All the correspondence with UNDP or any other Government body outside Sikkim will be through Member Secretary, ACHuDev.

1.5 UNDP will be requested to send all communications to Member Secretary ACHuDev who would keep Chairman informed and according to the nature of work may respond directly from his Delhi office or refer to Principal Member Secretary CISMO. If policy matters are involved or in matters of implementation then the same will be referred to Principal Member Secretary, CISMO. On other matters of mere implementation Nodal Officer will take necessary action. However, the Nodal Officer will keep Principal Member Secretary, CISMO informed.

1.6 Special Secretary DPER and NECA will liaison between AcHuDev and DPER&NECA.

2. Meetings.

2.1 All the meetings of ACHuDev when fixed by competent authority will be convened by Member Secretary and intimation to all concerned will be sent with the help of Nodal Officer or directly as he may deem fit with the approval of Chairman.

2.2 Meeting of CISMO which would consider policy matters will be convened by Principal Member Secretary, CISMO after consulting the Executive Chairman CISMO and with the approval of the Chairman, CISMO.

2.3 Meetings to consider purely routine matters would be convened and conveyed by Member Secretary CISMO with the approval of Chairman, ACHuDev after consulting the Principal Members Secretary, CISMO.

2.4 The proceedings of the meeting of CISMO chaired by Chief Minister, will be submitted to him for affirmation and those chaired by Executive Chairman would be affirmed by the latter. The Nodal Officer will arrange circulation of minutes of meetings to all concerned including Chairman's office.

2.5 Chairman ACHuDev will have full powers to associate any scholar or official for the work, which in his opinion is necessary but will keep informed that Principal Secretary, CISMO of the same. Such non-official resource persons will be paid Rs. 1000 per day/ meeting as the case may be. Besides honorarium, in cases of visit to interior/field, transport cost and DA will be paid to the resource person according to rule.

2.6 Chairman, AVHuDev has full powers to dispense with the services of any member/ personnel associated with the office work at his direction.

3. Financial aspects.

3.1 Expenditure sanction not exceeding the financial limit of Rs. 1 lakh can be incurred by the Member Secretary AVHuDev at his discretion within the budgetary provision. Expenditure in excess of Rs.1 lakh and upto Rs. 5 lakhs can be incurred within the budgetary provision by Principal Member Secretary CISMO. Expenditure in excess of this limit and upto Rs. 10 lakhs can be incurred with the approval of the Executive Chairman, CISMO. Expenditure above Rs. 10 lakhs will be incurred with the specific approval of Chairman, CISMO.

3.2 Chairpersons Zilla Parishad who are also members of CISMO when they attend the meetings of CISMO or undertaken activities in connection with the task of Human Development, agreed to by CISMO would be treated as in their official capacity and travel and other expenses will be borne by budgetary provision of their respective Zilla Parishad according to their entitlement.

3.3 When non-official members of CISMO attend the meetings of CISMO or undertaken any activity/ activities their travel and other expenses will be borne from the Human Development fund according to their status and entitlement as per Sikkim Rules or their parent department rules (if retired from government) whichever is beneficial. They will also be paid honorarium of Rs. 1000/- per diem.

3.4 When non-official members of ACHuDev/CISMO undertake field activities on being assigned by ACHuDev and CISMO, TA/DA according to rule would be borne from the budgetary provision of Human Development for preparation of Human Development Report.

Human Development Report funds maintained by Special Secretary, DPER and NECA will be released on approval of Principal Member Secretary, CISMO after the bill is checked according to rule. Special Secretary DPER & NECA will be drawing and disbursing officer.

3.5 An imprest amount of Rs. 5 lakhs would be placed under Resident Commissioner who would act as Member Secretary, ACHuDev.

3.6 An imprest amount of Rs. 10,000 will be maintained by the Nodal Officer for the routine expenditure and will be reimbursed through the office of the Principal Member Secretary, CISMO.

3.7 Any expenditure on incidental/petty expenses connected with official work may be incurred with the approval/sanction of Member Secretary, ACHuDev or in urgent cases an expenditure not exceeding Rs. 1000/- in each case may be incurred by Administrative Officer/s. R.O. and Deputy Secretary subject to ex-post facto approval of Member Secretary, ACHuDev.

4. Others.

4.1 Chairman ACHuDev will be Chairman of all the sub-committees formed by ACHuDev.

4.2 Advocacy Committee to function with Speaker of the Legislative Assembly of Sikkim as Executive Chairman. The members of the Committee will be chosen in consultation with him.

4.3 All activities of UNDP volunteers will be regulated by Principal Member Secretary, CISMO with assistance of Nodal Officer with overall guidance of Chairman, ACHuDev.

4.4 All field operations in Sikkim will be regulated by Principal Member Secretary, CISMO with assistance of Nodal Officer with the overall guidance of Chairman.

4.5 Any casual employment or appointed of 'C' and 'D' staff for a short period of not exceeding one month can be made by Member Secretary with the concurrence of Chairman, ACHuDev at approved government rates.

4.6 A flexible activity map of Human Development will be presented and approved by ACHuDev. The same will be submitted to CISMO for information. With the approval of Chairman of ACHuDev activity/activities will be undertaken by Member Secretary CISMO and Principal Member Secretary, CISMO.

4.7 A quarterly report of activities will be prepared with the approval of Chairman, ACHuDev. To the extent relevant to UNDP, the contents of the quarterly report will be conveyed to them.

4.8 Apart from State Human Development Report (HDR), reports will be prepared for all districts and sub-divisions and for as many Village Panchayats as possible.

4.9 With the approval of ACHuDev reports of specific aspects of HDR can be got prepared by experts or special knowledgeable persons. For such reports at the village level they will be paid Rs. 1000/-each, for sub-division Rs. 5000/-each will be paid, Rs. 10,500/- and Rs. 20,000/- each will be paid for the district and state level respectively for experts from outside the State. If some traveling is required necessary expenditure will be borne from Human Development Fund on submission of supporting document/s. For non-official attending the meeting of ACHuDev and CISMO or task assigned to them by ACHuDev and CISMO, an honorarium of Rs. 1000 (one Thousand only) per day will paid to them excluding their lodging and travel expenses.

5. Woman and Child Cell.

The Advocacy Committee will have a Women and Child Cell with Ms. C. K. Cintury as Member-in-Charge. Chairperson of Sikkim Women's Commission will be a Member. Other members may be co-opted after obtaining the consent of Chairman CISMO. The cell will work under the overall guidance of Shri D. N. Takarpa, Executive Chairman of the Advocacy Committee.

BY ORDER AND IN THE NAME OF THE GOVERNOR.

N. D. CHINGAPA,IAS
CHIEF SECRETARY
F. NO. Gos/Home-II/2005/19/Part-III

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